



Minutes of meeting – 7th May 2025

Present

Mike Campbell	(MC)	Equipment manager
Eric Cooper	(EC)	Parish Liaison officer
Carole Darnell	(CD)	Secretary
Maria Dunne	(MD)	Trading hut manager
Sandra Fuller	(SF)	Chairperson
Mark Ingledew	(MI)	Plot vacancy manager
Wayne Kirkham	(WK)	Plot management
Nick Southern	(NS)	Treasurer
Bob Wickens	(BW)	Vice chairperson, Events manager

1. **Apologies** –Theresa Saunders

2. **Minutes of previous meeting** signed off by SF with one correction noted, Nick Southern was marked as present at the meeting in error. The minutes will be corrected but not recirculated

SF opened the meeting by congratulating the committee members on such a successful event (opening of H&WB plot) on 3rd May and thanking everyone involved for their hard work and support beforehand and on the day.

3. **Matters arising** from last meeting (not on today's agenda) None

4. **Update/Current situation on agreed actions from last meeting**

Item	Action agreed last meeting	Update	Further action needed and owner
Supporting new plot holders	EC to find experienced plot holders to help run session	Terry from Milton Ernest Garden Centre willing to give talks	EC/CD to contact Terry to firm up arrangements
Unpaid invoices 2024/2025	EC to meet nonpayers to discuss and update CAAC on progress	1 plot holder now surrendered 2 plots, 1 plot holder showed evidence of payment. Only 2 now outstanding at year end	None
Use of volunteers for groundwork via the CPC	CD/WK will supply EC with list of work needed for discussion at CPC meeting	Done	EC will discuss with CPC at next meeting

Item	Action agreed last Meeting	Update	Further action needed and owner
Phone system	Agreed at meeting that CD will inform RP that CAAC wish to proceed with this	Done	RP finalising details with CPC IT lead next week
New committee/job roles	CAAC members to think about jobs & job roles needed for next year	New job roles agreed at meeting – membership secretary, site officer, social/events secretary Equipment manager no longer needed as not financially viable to hire out motorized equipment	All bookings will be honoured then service will be withdrawn Plot holders to be informed CD/EC
Committee election at AGM 16/05/2025	Further discussion of planned election process at AGM needed	Agreed at meeting committee to have 10 elected members. At AGM Chairperson, Treasurer and Secretary will be elected. All other posts will be appointed at 1 st CAAC meeting	None

Agenda items

5. Finance

Item	Discussion/Update	Further action needed and owner
Bank balances Misc £377.58 Trading hut - £798.54	3 rd sub account will be opened for plot deposits.	WK will pass all plot deposit cash to NS every Sunday at Trading Hut for prompt banking in new account
2 nd signatory on accounts	In progress	NS to get this completed ASAP

6. Trading hut

Item	Discussion/Update	Further action needed and owner
Potatoes and onion sets now being sold at half price	For info only	None
MD stepping down from Trading hut manager	Trading hut now well set up and established (thanks to MD) so manger role no longer needed	Ian will order seeds, NS to order compost/potatoes, onions other CAAC members to source items for sale as opportunity arises
Rota for weekend duties still needs to be done	TS has agreed to do this and co-ordinate volunteers, committee members to staff rota.	

7. Plot management

Item	Discussion/Update	Further action needed and owner
Plots let out = 3		
Plots surrendered = 3		
Plots vacant in good order =1 full & 1 mini	Lack of lettable plots now critical, 4 people on waiting list. Those waiting have been informed of potential delay while plots are cleared	
Plots vacant in poor order = 22	Need to review these vacant plots and decide plan of action to mark out and clear	WK/EC/CD to look at plots 9/5/2025
Occupancy rate = 93%		
Plot inspections	Stage 1 and Stage 2 letter template has been revised and will be sent out by new Membership secretary. Plots on watch list will be inspected this month	

8.Site management

Item	Discussion/Update	Further action needed and owner
Bottom shed	Door now repaired and painted Roof inspected by CPC maintenance team – no action needed at present	None
Noticeboard	Now repainted	None
Speed limit signs	Now installed	None
Roadway – short term fix	Favoured option is roadway to be levelled and holes filled. Under discussion by CPC with Borough Council	
Sheds in corner at Nort East end of site	2 sheds at perimeter of site have been relinquished by ex-plot holder and are now the property of CAAC They are large, solid and in fair order but would be difficult to move Agreed at meeting to leave them in current location and use as store for plot clearance equipment when we are working at North End	MC and others to continue work to clear access path to sheds and revamp shed doors

9.. H&WB plot

	Discussion/Update	Further action needed and owner
Grand opening	All agreed fab event enjoyed by everyone	EC will include photos and write up in newsletter SF to forward photos and report to Bedford Independent SF to formally thank the Mayor and Lady Mayoress for their time and support
Zone renters	1 zone now rented out – need to advertise plot is now ready	Vacant plot signs will be displayed on plot

10.0 Future events

	Discussion/Update	Further action needed and owner
Open weekend 16/08/2025 & 17/08/2025	Will include BBQ – discussion should we use an outside caterer such as the jacket potato	Discuss next meeting
Best kept Allotment competition	Judging criteria/scoring system now agreed	EC to include judging criteria in newsletter

11. AOB

Item	Discussion/Update	Further action needed and owner
Request for plot	A plot holder who was banned from renewing his tenancy over 4 years ago by CPC has asked to rent a plot (H&WB 3rd zone). Over the last year they have voluntarily helped out with the communal garden area at the Allotment site. After discussion the CAAC decided by a majority they had no issues with him now renting a plot. The ultimate decision will be made by the CPC and the CAAC agree to abide by the decision and any clauses the CPC decide are required.	CD will inform Chair of CPC of CAAC views to allow discussion at full CPC meeting later this month
NAS Annual Conference	Would be useful for committee member(s) to attend	CD and MD will participate and report back to CAAC
Cash fund request	The CAAC had asked the CPC via the CPAC if small (£600) cash fund could be held for purchases to avoid committee members paying out their own money and waiting to claim it back The CAAC have been informed by the CPC that this is not permitted as it is not in accordance with CPC written constitution	None possible

The meeting closed at 4.00pm

Next meeting -Wednesday 4th June10.00am Venue Trading Hut

Signed as a true reflection of the meeting:

Signed	<i>Chair</i>
Dated	4 th June 2025